

Baltimore County Procurement Overview for Vendors

**KEVIN KAMENETZ, COUNTY EXECUTIVE
and the
COUNTY COUNCIL**

**BALTIMORE COUNTY PURCHASING DIVISION
400 WASHINGTON AVENUE, ROOM 148
TOWSON, MARYLAND 21204**

Phone: 410-887-3880

Fax: 410-828-7914

www.baltimorecountymd.gov/purchasing



**This information is provided for informational purposes only. This information may contain errors and/or omissions and is subject to change at any time without notice.

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Created by: Carla Tucker, Minority & Small
Business Marketing Manager
Purchasing Division

Baltimore County's policy on Minority Business Utilization

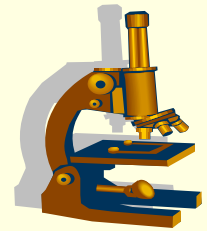
- Baltimore County issued an Executive Order June 4, 2009 establishing an overall goal of 15% of the cumulative total of all discretionary dollars spent in a fiscal year of County procurements is to be awarded to and/or performed by MBE and WBE firms
- The Executive Order
 - Established a Procurement Review Group (PRG) to review solicitations prior to public advertising to
 - Determine whether subcontracting opportunities exist for potential MBE and/or WBE participation and sets goals.
 - Determine if the contract should be awarded to multiple vendors or divided into smaller procurements, and
 - Determine if the length of the contract term being solicited is reasonable and make necessary recommendations to shorten the term in an effort to open opportunities in the future years
 - Requires all county offices and departments to make a good faith effort to equitably use the services of MBE and WBE firms.
- Information about the Minority and Women's Business Enterprise program may be obtained by visiting www.baltimorecountymd.gov/go/mwbe

Baltimore County Acceptable Minority/Woman Businesses

- Minority/Woman Business Enterprises certified by the:
 - Maryland Department of Transportation (MDOT)
 - City of Baltimore
 - MINORITY PARTICIPATION AFFIDAVIT - Form PB040
(Used in prime contracting opportunity only, excluding Public Works Capital Projects)
- 1. In the case of goal setting, **only** Minority Business Enterprises (MBE) or Women's Business Enterprises (WBE) subcontractors **certified by MDOT or the City of Baltimore** can be counted towards the County's MBE/WBE goals set forth in a contract.
- 2. **Certified and Non-Certified Minority and Women Business Enterprises bidding as a prime on County contracts must also adhere to the terms of the Executive Order dated June 4, 2009 when participating on County contracts.**



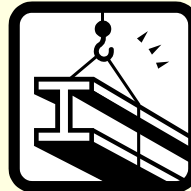
Office of Budget and Finance Purchasing Division



What Purchasing buys:

◆ Recreational Products, Athletic Equipment, Landscaping Services

◆ Vehicles, Equipment and Transportation Services



◆ Computer Software and Related Services

◆ Professional Services & Consultants, Office Supplies, Computer Hardware & Printers



◆ Traffic Engineering Supplies, Paper Products and Envelopes

◆ Construction Services, Materials and Supplies

◆ Printing, Office Furniture, Uniforms, Vending Services

◆ Telecommunications, Electrical and Mechanical Services and Sprinklers

◆ Human Services, Health/Medical Related Items and Services, Architect & Engineer Contracts



◆ Floor Covering, Janitorial Supplies, Promotional Items



Solicitation Advertising

- The following are publicly advertised on Purchasing Division's website to foster open and fair competition under "Current Solicitations"
 - **Formal Bids (RFB)** are purchases estimated to exceed \$25,000. Award is made to the "lowest responsive and responsible" bidder.
 - **Request for Proposals (RFP)** if estimated purchase exceeds \$25,000. This procurement method is used for nonstandard commodities or complex service purchases. Award is made to the responder with the "Best Value" to the county. (Price is not necessarily the primary criteria)
 - As a courtesy, **Request for Quotes (RFQ)** are solicited through the email notification and posted on the county's website. However, they are not required to be advertised publicly. These purchases are estimated at greater than \$5,000 but less than \$25,000. Award is made to the "lowest responsive and responsible" bidder.
 - For purchases under \$5,000 contact the buyer handling that commodity for further assistance.
- Visit www.baltimorecountymd.gov/purchasing
- Interested minority, woman or small business contractors and subcontractors may also direct questions to Carla Tucker, Minority & Small Business Marketing Manager at ctucker@baltimorecountymd.gov or call 410-887-3119.

Notes: The County's use of eMaryland Marketplace is a notice of advertisement that directs you to visit the County's website to download the solicitation package or to direct you to a specific office to pick up bid solicitation package.

How do I find Forecasted Contracts solicited by Purchasing?

- Download the Contracts Due to Expire (PDF) Report from Purchasing's website at:
<http://www.baltimorecountymd.gov/purchasing>
 - Contracts with no renewal options
 - Contracts that have not more than one (1) renewal option remaining
- * Report could contain contract information related but not limited to janitorial, maintenance, various services, telecommunication, information technology, commodity, some construction, architectural and engineering.

Department of Public Works

Construction Contracts Administration
&
Professional Services Selection



Baltimore County Public Works Capital Improvement Projects

- Public Works Bureau of Engineering and Construction projects consist of:
 - Professional Design Services Selection (PSSC)
 - The selection of consultants for Professional Services (professional practices of architecture, landscape architecture or engineering) contracts for County agencies.
 - Solicitations are electronically advertised only on the County's website and eMaryland Marketplace
www.baltimorecountymd.gov/go/pssc
Phone: 410-887-3793
 - Construction Contracts Division
 - Contractors and subcontractors may find out about county projects
 - Locate General Contractors that have purchased plans and specifications
 - Solicitations are advertised in the Daily Record (Fridays), Afro American Newspaper, an MBE (Fridays), eMaryland Marketplace, County Web Site, and seven (7) plan rooms
www.baltimorecountymd.gov/go/constructioncontracts
Phone: 410-887-3461
For Bid results: 410-887-4504

* Interested MBE and WBE consultants, sub-consultants, contractors and subcontractors may contact Damon Hughes, Minority Business Enterprise Officer dhughes@baltimorecountymd.gov or call 410-887-3407.

Baltimore County Public Works Capital Improvement Projects Pre-qualification

- Primarily pertains to Public Works contracts
- Visit Public Work's website: <http://www.baltimorecountymd.gov/Agencies/publicworks>
- Pre-qualification forms for [Professional Services](#) are accepted throughout the Pre-qualification Cycle (August 1 to July 31) the following year for Prime Consultants in the areas of Architects, Landscape Architects and Engineers.
- General Contractors for [Construction Contracts Administration](#) must be pre-qualified 10 days prior to bid date
 - Subcontractors generally are not required to be pre-qualified but it may apply on some projects.
 - If Subcontractors prequalification is required, pre-qualification must be approved 10 days prior to bid date.
- Suppliers that wish to be approved (pre-qualified) for the [Source Supply list](#) must conform to the General Provisions in the Standard Specification For Construction & Materials. If you are not listed on the source of supply you may be required to submit material specifications at the time of bid.

Note: *To be counted towards the County's MBE/WBE goal, MBE/WBE contractors and consultants (prime/general and subcontractors/subconsultants) must be certified by MDOT or the City of Baltimore.*

Professional Services Pre-Qualification Requirements

- Forms
 - SF-254 Architect-Engineers and Related Services Questionnaire
 - Baltimore County DPW Form 101 A - Supplemental to Standard Form 254 Professional Consultant Prequalification
- Copy of Maryland Professional License
- Visit www.baltimorecountymd.gov/go/pssc

Note: Forms must be mailed with original signatures. (Fax transmittals are not accepted)

Construction Contracts Administration

Prequalification Forms

General Contractors wanting to bid on Public Works contracts are required to be pre-qualified. Prequalification must be approved 10 days prior to bid opening. Unless stipulated in a bid announcement, subcontractors are not required to be pre-qualified. **Note:** If a job requires the subcontractor to be pre-qualified the same rules apply.

■ WEBSITE

www.baltimorecountymd.gov/go/constructioncontracts

■ Three forms:

- [Prequalification Packet](#) – classes of work that can be performed by contractors workforce
- [Rules for Prequalification](#) – defines the program in detail
- [Reference Inquiry Form](#) – reference for past performance

■ Direct inquiries to Kathy McHenry at 410-887-4248

Source Supply Pre-qualification

- The Division of Construction Contracts Administration (DCCA) is responsible for monitoring the materials supplied and is empowered to disapprove suppliers on this list at any time.
 - All materials used on Baltimore County Construction Contracts must meet the requirements of the General Provisions in the Standard Specification For Construction & Materials.
- Suppliers that want to be added to the County's Source of Supply list should send John Koneyak a request including certifications, drawings, or catalogue cuts at jkoneyak@baltimorecountymd.gov.
 - These are for road or utility construction materials such as manholes, types of pipe, aggregate, portland cement concrete, bituminous concrete etc.
 - Buildings and building renovation's materials are job specific and are approved as needed.
- A list of approved supplies can be obtained at http://www.baltimorecountymd.gov/Agencies/publicworks/contracts/pw_contracts_supply.html

Direct inquiries to John Koneyak at 410-887-3531



General Information



Why is “Good Standing” important in Maryland

- “Good Standing,” means that all documents and fees required by law to be submitted to the Maryland Department of Assessments and Taxation (SDAT) have been received, and that no other government agency has notified the Department that the entity is delinquent in tax payments.
- In Maryland there is a tax on business owned personal property. All domestic and foreign legal entities must submit a Personal Property Return to the SDAT April 15th annually. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland.
 - Companies with a physical location in Maryland must be registered with SDAT
 - Companies that do not have a physical location in Maryland but conducts business within the State must qualify by filing the Foreign Qualification Form. **Every foreign corporation qualified in Maryland is required to name a Maryland Resident Agent.** This is done by completing and filing the qualification form.
 - Companies required to have a Maryland Business License must be registered with SDAT.
 - Check with the Clerk of the Circuit Court in the jurisdiction which you are conducting business to see if a business license is required.
- When one is obtaining a license, a license renewal or a loan settlement, the person is often required to obtain a “Certificate of Status” (generally called a “good standing” certificate) from the SDAT.
 - Copy and paste this link to search, apply for, edit or renew a Maryland Business License online at https://elicvirtual.courts.state.md.us/license/index_disclaimer.jsp

NOTE: A bid response may be rejected if a bidder is not in “good standing” with Maryland.

Maryland Registration/Qualification Requirements

- This section pertains to the Baltimore County General Instructions for Solicitations item 17 and the Procurement Affidavit section I. CERTIFICATION OF REGISTRATION AND TAX PAYMENT
- It demonstrates whether or not your business entity is in “Good Standing” with the State of Maryland.
- Non-compliance to this section may result in a delay in contract award or rejection of a bid.

General Instructions for Solicitations

Item 17 Maryland Registration/Qualification Requirements

17. Maryland Registration/Qualification Requirements:

- 17.1 Baltimore County requires vendors to register or qualify to do business with Maryland Department of Assessments and Taxation (SDAT) in accordance with the Annotated Code of Maryland, Corporations and Associations Article: §2-102 Formation generally, §7-202 Registration to do interstate and foreign* business, and/or §7-203 Qualification to do intrastate.
- 17.2 For information on registering or qualifying a corporation, LLC, LLP or LP call SDAT at 410-767-1340. Sole Proprietors and General Partnerships should call 410-767-4991 or you may download the SDAT forms at <http://www.dat.state.md.us/sdatweb/sdatforms.html> - entity
- 17.3 The successful bidder will be required to submit a Good Standing Certificate (also known as “Certificate of Status”) issued by SDAT within 10 days of being notified of potential award.

**Note: “A corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country,”*
§ 1-101 Annotated Code of Maryland Corporations and Associations.

Procurement Affidavit

Section I . CERTIFICATION OF REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

- (1) *The Business is a (Insert State Name) (Example: Maryland, Ohio, Iowa) (Select One: **Corporation, Partnership, Limited Liability Company, Limited Liability Partnership, Sole Proprietor**) (_____), that it **is** registered in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, that it **is** in good standing in the State of Maryland, and that it **has** filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:*

Name: _____

Address: _____

(If none, so state).

- (2) *Except as validly contested, the Business has paid, or has arranged for payment of, all taxes due the State of Maryland and Baltimore County, and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.*

Maryland Corporations & Associations

1-101. Definitions.

- (j) *Department*.- "Department" means the State Department of Assessments and Taxation.
- (m) *Foreign corporation*.- "Foreign corporation" means a corporation, association, or joint-stock company organized under the laws of the United States, another state of the United States, a territory, possession, or district of the United States, or a foreign country.
- (o) *Maryland corporation*.- "Maryland corporation" means a corporation organized and existing under the laws of the State.
- (s) *Resident agent*.- "Resident agent" means an individual residing in this State or a Maryland corporation whose name, address, and designation as a resident agent are filed or recorded with the Department in accordance with the provisions of this article.

Maryland Code Corporations & Associations

2-108. Resident agent and principal office.

(a) *Required.*- **Each Maryland corporation shall** have:

- (1) A principal office in this State; and
- (2) At least one resident agent who shall be either:
 - (i) A citizen of this State who resides here; or
 - (ii) A Maryland corporation.

(b) *Notice by corporation of designation or change of resident agent or address.*-

- (1) A corporation may designate or change its resident agent or principal office by filing for record with the Department a certified copy of a resolution of its board of directors which authorizes the designation or change.
- (2) A corporation may change the address of its resident agent by filing for record with the Department a statement of the change signed by its president or one of its vice-presidents.
- (3) A designation or change of a corporation's principal office or its resident agent or his address under this subsection is effective when the Department accepts the resolution or statement for record.

(c) *Notice by resident agent of change of address.*-

- (1) A resident agent who changes his address in the State may notify the Department of the change by filing for record with the Department a statement of the change signed by him or on his behalf.
- (2) The statement shall include:
 - (i) The names of the corporations for which the change is effective;
 - (ii) His old and new addresses; and
 - (iii) The date on which the change is effective.
- (3) If the old and new addresses of the resident agent are the same as the old and new addresses of the principal office of the corporation, the statement may include a change of address for the principal office if:
 - (i) The resident agent notifies the corporation in writing that the statement will be filed; and
 - (ii) The statement recites that he has done so.
- (4) The change of address of the resident agent or principal office is effective when the Department accepts the statement for record.

(d) *Resignation of resident agent.*-

- (1) A resident agent may resign by filing with the Department a counterpart or photocopy of his signed resignation.
- (2) Unless a later time is specified in the resignation, it is effective:
 - (i) At the time it is filed with the Department, if the corporation has more than one resident agent; or
 - (ii) Ten days after it is filed with the Department, if the corporation has only one resident agent.

[An. Code 1957, art. 23, § 8; 1975, ch. 311, § 2.]

Maryland Corporations & Associations

1-506. Foreign entities.

- (a) *Optional registration of name.*- A foreign entity may register its entity name or its entity name with any changes required by 1-502 or 1-503 of this subtitle, if the name is distinguishable upon the records of the Department as provided in 1-504 of this subtitle.
- (b) **Mandatory registration of name.**- A foreign entity shall register its entity name by delivering to the Department for filing an application setting forth its entity name, or its entity name with any changes required by 1-502 or 1-503 of this subtitle, the state or country and date of its organization, and a brief description of the nature of the business in which it is engaged.
- (c) *Exclusive use of name.*- The name is registered for the applicant's exclusive use upon the effective date of the application.
- (d) *Renewal of registration.*
 - (1) A foreign corporation whose registration is effective may renew it for successive years by delivering to the Department for filing a renewal application, which complies with the requirements of subsection (b) of this section, between October 1, and December 31 of the preceding year.
 - (2) The renewal application when filed renews the registration for the following calendar year.

[1998, ch. 222.]

Maryland Corporations & Associations

7-202. Registration to do interstate and foreign business.

- (a) **Registration required.- Unless it is qualified to do business under 7-203 of this subtitle, before doing any interstate or foreign business in this State, a foreign corporation shall register with the Department.**
- (b) **Manner of registration.- To register, the corporation shall certify to the Department:**
 - (1) The address of the corporation; and
 - (2) The name and address of its resident agent in this State.
- (c) **Period for which registration effective.- Unless terminated by the corporation, the registration is effective as long as the corporation has a resident agent in this State.**

[An. Code 1957, art. 23, 90; 1975, ch. 311, 2.]

Maryland Corporations & Associations

7-203. Qualification to do intrastate business.

- (a) *Qualification required.*- Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department.
- (b) *Manner of qualification.*- To qualify, the corporation shall certify to the Department:
 - (1) The address of the corporation; and
 - (2) The name and address of its resident agent in this State.
- (c) *Period for which qualification effective.*- Unless terminated by the corporation, the qualification is effective as long as:
 - (1) The corporation has a resident agent in this State;
 - (2) The corporation does not forfeit its right to do intrastate business under the laws of this State; and
 - (3) If the corporation qualifies or changes its name after June 1, 1951, the name of the corporation complies with the requirements of Title 1, Subtitle 5 of this article.

[An. Code 1957, art. 23, 90; 1975, ch. 311, 2; 1982, ch. 359; 1998, chs. 222, 444.]

Subscribe to E-mail Notification (General Government)

■ Visit: <http://www.baltimorecountymd.gov/Subscribe/index.html>

- Architect & Engineering Projects
 - Professional Services New Project Announcements
 - Professional Services Pre-qualification
- Purchasing
 - Subscribe to Weekly Solicitation Notifications (includes Public Works Construction Contracts)

Note: In addition, solicitation notices are posted on eMaryland Marketplace (eMM) at www.emarylandmarketplace.com



Other County Resources

OTHER BALTIMORE COUNTY PROCUREMENT OFFICES

BALTIMORE COUNTY PUBLIC SCHOOL

Rick Gay, Purchasing Manager

410-887-4334

<http://www.bcps.org/offices/purchasing/>

BALTIMORE COUNTY LIBRARIES

Nancy Crider, Purchasing Agent

410-887-6154

http://www.bcpl.info/libpg/lib_facts.html

THE COMMUNITY COLLEGE OF BALTIMORE COUNTY ESSEX, CATONSVILLE, AND DUNDALK CAMPUSES

MaryJo McCabe, CPPB, Director of Purchasing

443-840-3010

<http://www.ccbcmd.edu/finance/purchasing.html>

BALTIMORE COUNTY REVENUE AUTHORITY PARKING GARAGES AND GOLF COURSES

Wayne Mixdorf, Director of Facilities

410-887-3127

<http://www.baltimoregolfing.com>

Baltimore County

Economic Development

- Small Business Resource Center offers to county residence or new and existing businesses located in the county with technical, financial and marketing issues assistance (free of charge) in the area of:
 - Feasibility Studies
 - Demographic Studies
 - Strategic Planning
 - Business Structuring
 - Needs Assessments
 - Business Valuations
 - Market Analysis/ Research/ Planning Business Plan Development
 - Loan Package Assistance
 - Certification Process & Procurement
 - Intellectual Property
 - Funding Programs

Kimberly Ann Taylor, Small Business Counselor

Jefferson Building

105 West Chesapeake Ave, Suite 300

Towson, MD 21204

Ph: 410-887-8004

E-mail: ktaylor@baltimorecountymd.gov

Leonard Lee, Small Business Counselor

Baltimore County Small Business Resource Center

102 West Pennsylvania Avenue,

Suite No. 101

Towson, Maryland 21204

Ph: 410-832-6200

Fx: 410-821-9901

E-mail: LLee.sbrc@baltcountychamber.com

FOR ADDITIONAL INFORMATION

Visit Baltimore County's website at:
<http://www.baltimorecountymd.gov/purchasing>

Or Contact

Carla D. Tucker

Minority & Small Business Marketing Manager
Purchasing Division

400 Washington Avenue, Room 148

Towson, Maryland 21204

Ph: 410-887-3119

Fx: 410-828-7914

Email: ctucker@baltimorecountymd.gov